

24 MAY 1993

APPENDIX D

NAVY FLYING CLUB MISHAP REPORT

SAMPLE MESSAGE

1. General. The format and content shown below are to be used for reporting Navy Flying Club aircraft incidents, accidents, or mishaps. Preliminary reports are to be submitted within 24 hours with updates as necessary and final report within 30 days. Omit items that do not apply or are not relevant to the mishap.

2. Content and Format
(Precedence - Routine)

FROM: HOST ACTIVITY
TO: NAVSAFECEN NORFOLK VA//JJJ// (OR OFFICE CODE IF KNOWN)
INFO: CNO WASHINGTON DC//N505//
BUPERS WASHINGTON DC//65//
COMNAVAIRSYSCOM WASHINGTON DC//JJJ//
YOUR CHAIN OF COMMAND
ALL NAVY FLYING CLUB ACTIVITIES

UNCLAS FOUO (NORMALLY UNCLAS UNLESS CLASSIFIED INFORMATION MUST BE INCLUDED)

THIS IS A GENERAL USE MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES PER OPNAVINST 1710.2E

SUBJ: PRELIMINARY/UPDATE/FINAL (AS APPLICABLE) FLYING CLUB MISHAP REPORT (REPORT SYMBOL BUPERS 1710-21)

MSGID/GENADMIN/

REF/A/DOC/OPNAV/APPLICABLE INSTRUCTION DATE//

AMPN/NAVY FLYING CLUB PROGRAM INSTRUCTION//

RMKS/1. UIC of host activity; name of flying club.

2. Date, time (local), day or night, environment (significant weather, etc.).

3. Location of mishap.

4. Aircraft type, make, model, aircraft bureau number, FAA registration number.

Appendix D
To Enclosure (1)

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5. Description of damage and cost to repair.
6. Pilot at controls' grade, age, membership eligibility status; and degree of injury.
7. Pilot at controls' total time; total time in type or model; time in last 90/60/30 days; date last standardization flight check; FAA certificates held; and ratings.
8. Other certificated pilots that had access to the flight controls (provide same information as in paragraph 7).
9. Identification of other crewmembers or passengers; eligibility status; and degree of injury for each.
10. Type of flight (local, cross-country, training, etc.); flight clearance; time of takeoff; destination; and duration. (If on extended cross-country, list itinerary for flight, i.e., departure and arrival time for each leg).
11. Phase of operation (start, taxi, takeoff, cruise, decent, approach, landing, touch and go, etc.).
12. Mishap Narrative (a concise chronological description of facts and circumstances leading to the occurrence).
13. Findings. List sequentially the events and conditions material to the mishap and identify one or more causes. State if environment was considered a factor.
14. Recommendations. Indicate preventive action taken, planned, or recommended. Indicate if the Navy Flying Club Instruction (OPNAVINST 1710.2E) should be amended to prevent future incidents of this type and if so, what that recommendation would be.
15. Other damage or injury.
16. Additional information.
 - a. Disposition of wreckage.
 - b. Date the NTSB or FAA was notified; office location; case number; and point-of-contact if known.
17. Reporting or investigating officer's name, grade, and telephone number.